



**कुलसचिव कार्यालय
गैर-शिक्षण चयन प्रकोष्ठ**

**Office of the Registrar
Non-Faculty Recruitment Cell**

No.IIT(BHU)/NFRC/2023-24/

Date: 11.11.2024

Dear Sir/Madam,

With reference to your application for the post of **Library Superintendent (23145)** advertised vide Advt. No. 03/2023-24 dated 01.12.2023 in the Institute, the Written Test and Skill Test will be held at IIT(BHU) as scheduled below:

Name of Post advertised	Day, Date & Time	Venue
Library Superintendent (23145)	Written Test & Skill Test: 05.12.2024 Written Test Time: (10:00 AM – 12:00 NOON) (Reporting Time: 09:00 AM) Skill Test Time: 03:00 PM onwards (Reporting Time: 02:30 PM)	Will be mentioned in the admit card

You are advised to download the Admit Card from <https://nfrc.iitbhu.ac.in/> by entering the registered login credentials. The provided link will be activated one week before the date of exam. You are also advised to regularly visit the website www.iitbhu.ac.in for further updates, if any.

A. Scheme of Examination and Selection Criteria for the post of Library Superintendent (23145)

1. There will be two stages for the recruitment of Library Superintendent:

- (i) **Written Test (Stage-I)**
- (ii) **Skill Test (Stage – II)**

MCQ based Written Test (Stage-I):

- There will be a written test containing MCQ with two sections, namely, Section A and Section B. The candidate has to attempt both the sections. The paper will be of 120 minutes duration carrying 100 questions. There shall be negative marking. Two (02) marks shall be awarded for each correct answer, and 0.5 marks will be deducted for each wrong answer. Un-attempted questions will be awarded Zero (00) marks.

Section A: It will contain Sixty (60) MCQ-type questions related to the subject i.e., Library Science.

Section B: It will have Forty (40) questions from General Knowledge/Aptitude, Current Affairs, General Arithmetic etc.

2. *The minimum cut-off marks required to move to Stage II i.e., Skill Test will be 40%.*
3. At first a list of candidates, **maximum upto seven times** the total number of posts will be prepared. The candidates securing the same marks as obtained by the last candidate will also be included.
4. **Skill Test (Stage-II):** It will be of qualifying nature and minimum 40% score is required to qualify.

Only those candidates who qualify the Skill Test (Stage-II) will be considered for the final selection.

5. **Weightage for Final Selection:** A composite merit list will be drawn for final selection based on the marks obtained in the Written Test (Stage I) and Skill Test (Stage II) with 40% weightage to Written Test (Stage I) and 60% weightage to Skill Test (Stage II).
6. The Question Booklets along with the OMR Sheet will be taken back from the candidates.

SYLLABUS FOR LIBRARY SUPERINTENDENT (23145)

SECTION — A: MCQ based Written Test / Skill Test

Library and Society:

Laws of Library Science; Types of Libraries; Library Associations, Systems and Programs; History, Library Movement and Library Legislation in India; Organizations and Institutions involved in the development of Library and Information Services — UNESCO, IFLA, FID, INIS, etc.

Library Management:

Collection development and Selection Principles, Acquisition Procedure for books, journals (print & online), Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Human Resource Management; Principles of Library Management, Library Organization and Structure; Use and Maintenance of the Library — Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.;

Knowledge Organization: Library Classification and Cataloguing:

Canons and Principles, Library Classification Schemes — DDC, CC, UDC; Library Cataloguing Codes — CCC and AACR; ISBD; MARC; CCF; ISBN; ISSN; etc.

Reference and Information Sources and Services:

Types of information resources, Bibliography and Reference Sources; Sources of Information — Primary, Secondary, Tertiary; digital documents; Information Services: e-resources, Consortia, eShodhsindhu, Shodhganga, Institutional Digital Repository (IDR) etc.
Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Computer based Information Services — CAS, SDI; Information retrieval, etc.

Information Storage and Retrieval:

Information Storage and Retrieval Systems —Sears List, PRECIS, POPSI, KWIC etc.; Vocabulary Control; Search Strategies; Evaluation of Information Retrieval Systems etc.

Information Technology, Recent ICT trends in Libraries:

Generations of Computer; Classification of Computers; Computer memory and their types; Computer Architecture; I/O devices; Programming Languages & Operating Systems; Application Software; Library Automation and software packages; Internet; Digital Libraries; RFID; Networks — DELNET, NICNET etc.; National and International Information Systems — NASSDOC, NISCAIR, DESIDOC; Reference Management Tools, Plagiarism Detection tools, Web OPAC, Database Search etc.

SECTION — B: MCQ based Written Test

General Arithmetic; General Knowledge; Current Affairs; Reasoning and Logical Abilities; etc.

B. GENERAL INSTRUCTIONS:

- No TA/DA shall be paid for appearing in the Tests.
- Any request for change of dates of test(s) will not be entertained. The Institute reserves the right of cancelling the candidature of any candidate found indulging in any malpractice, i.e., hiding any material information, misrepresentation of facts or canvassing for candidature.
- Candidates have been allowed to appear at the Written Test **provisionally** subject to the final verification of Mark Sheets/Degrees/Certificates, validity of Certificates, validity of Certificates/Marksheets, etc.
- Mere appearance in the Written Test or qualifying in the Test does not entitle a candidate to be considered for appointment unless he/she fulfils the eligibility conditions. **APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN THE ADVERTISEMENT, BEFORE APPEARING IN THE TEST.** If an applicant is inadvertently allowed to appear at the Test who otherwise does not fulfil the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements. The Institute reserves the right to cancel the candidature of a candidate/or cancel the appointment if it is found that:
 - (i) Minimum eligibility requirements are not fulfilled.
 - (ii) False documentation has been submitted.
 - (iii) Any other similar valid reason.

Yours faithfully,

REGISTRAR

**IMPORTANT INFORMATION TO THE CANDIDATES APPEARING FOR THE
WRITTEN TEST/SKILL TEST FOR THE POSTS OF LIBRARY SUPERITENDENT
(23145)
(ADVERTISEMENT NO. 03/2023-24 DATED: 01.12.2023)**

A. METHOD OF ANSWERING IN THE TEST

- i. A Question Booklet containing the questions and a separate OMR Sheet shall be provided to the candidate at the beginning of the Test.
- ii. The candidate, **within 10 minutes of the issue of the Question Booklet**, shall check the Question Booklet to ensure that it contains all the pages in correct sequence and that no page/question is missing. In case of faulty Question Booklet, the candidate shall immediately bring it to the notice of the Superintendent / Invigilators to obtain a fresh Question Booklet.
- iii. The candidate is required to write his/her *Roll Number and Set No. and Sub-Section no.*, if any, at the appropriate places provided in the OMR Sheet in **Ball Point Pen only**. In addition, **he/she is also required to fill up Roll Number / Set No. / Sub-Section in the space provided on the OMR Sheet by darkening the appropriate circles by Blue/Black Ball Point pen only.**

Note: Please note that any error in darkening the Roll Number or writing set number or Sub-Section will result in wrong evaluation of the OMR Sheet. He/She may take further note that non-filling of Set No. and Sub-Section, if any, Roll No. and other vital details would lead to non-evaluation of OMR Sheet and cancellation of his/her candidature. Hence, the candidate should be careful in darkening Roll Number, Set number and Sub-Section number.

- iv. The candidate is required to write in **Ball Point Pen only**, his/her Roll number, Serial Number and Sub-Section of OMR Sheet at the appropriate places on the cover page of the Question Booklet.
- v. Each Multiple Choice Question (MCQ) shall be followed by four alternative answers. The candidate is required to identify the **one** which he/she feels to be the correct answer and record the answer by darkening the **appropriate circle** in the OMR Sheet with **Blue/Black Ball Point Pen only**.

For example, if out of 4 alternatives (A) (B) (C) & (D) given against question No. 15, the candidate identifies (B) as the correct answer, he/she is required to darken the *circle B only* in the OMR Sheet as given below:

Q.No.15 (A) ● (C) ○ (D) ○

- vi. The answer will be treated incorrect if more than one circle is darkened or a circle is darkened improperly. Any other method of marking such as tick mark, cross mark, use of dot, line mark and half-filled circle or marks outside the circle shall not be evaluated.
- vii. If any question is not attempted, the candidate is required to leave all the circles against that question as blank. Such an answer will be awarded zero mark.
- viii. Inner cover page of the Question Booklet or the blank space/page at the end of Question Booklet may be used for rough work.

- ix. No page from the Question Booklet is to be torn or removed. If a candidate is found tearing any page from the Question Booklet, he/she shall be liable to punishment for adopting unfair means and shall not be allowed to continue in the Test.

NOTE:

- i. *If the candidate commits any error in writing/filling the Roll No., Set No. and Sub-Section, etc. on the OMR Sheet, it will not be possible to rectify the error and the OMR Sheet will be evaluated accordingly.*
- ii. **The decision of the Institute regarding Question(s)/ Key will be final.**

IMPORTANT: CANDIDATES TO NOTE THAT SINCE ANSWERS ARE TO BE MARKED IN INK, IT WILL NOT BE POSSIBLE TO CHANGE ANY ANSWER AFTER MARKING IT. (USE OF WHITENER FOR CHANGE IN ANSWER IS NOT ALLOWED)

B. IMPORTANT INSTRUCTIONS TO CANDIDATES APPEARING IN TEST

- i. The Candidate must carry his/her valid Admit Card for the concerned Test. He/She must occupy only his/her allotted seat as per his/her Roll Number in the seating arrangement made for the concerned Test.
- ii. **No Candidate will be allowed** entry to the Test Hall **after 30 minutes** of the start of the Test.
- iii. **No Candidate shall be allowed** to leave the Test Hall **till the end** of the Test.
- iv. The Candidates shall be checked for any resource materials frequently and at random by the Invigilators and other staff conducting the Test, routinely and also on the slightest doubt.
- v. **Calculators/watch calculators, electronic diary, pager, mobile phones, earphones, alarm clock, digital watches with memory, slide rule, etc. are not allowed in the examination hall. Also, carrying of licensed weapons, fire arms, tools which can be used as lethal weapons are not allowed in the examination hall.**
- vi. **The Test of a candidate shall be cancelled in case of any of the following actions by a candidate:**
Relevant or irrelevant resource material or loose paper found on his/her possession, or, lying on or around his/her seat, Possession of any unauthorized instrument or equipment as mentioned at (v) above / document / paper / information materials or any resource materials, Communication of information in writing or verbally or exchange of Question Booklet / OMR Sheets to and from any other person during the Test period and any other malpractice amounting to obtaining undue advantage, Writing anything on the Admit Card, Carrying of the envelope of the Admit Card into the examination hall, Any alterations or corrections in the entries made by a candidate in Question Booklet and OMR Sheet [Roll Number in words & figures and OMR sheet no. in Question Booklet and Roll Number, Question Booklet no. and Set no. (if any) in OMR sheet] but not duly verified by the invigilator concerned, Non-matching of signature made at the time of Test with that already done at the time of filling of Application Form.

vii. The Test of a candidate shall be cancelled in case of any of the following actions by a candidate:

Tampering with the Admit Card including that of the photograph, Face not resembling the photograph on the Admit Card, Not occupying the allotted seat, Tampering / disturbing the seating arrangements, Smuggling-out or smuggling-in Question Booklet in part or in full, or Test material, or any resource material connected with the Test, Making any attempt to influence the Institute authorities directly or indirectly, disturbing or trying to disturb the Test, Noting down the questions or their answers, Shouting of slogans or creating unruly scene at the examination hall / examination centre / Institute campus.

viii. Impersonation is a legally punishable offence. No Candidate will be permitted to appear in the Test without a valid Admit Card. The Admit Card should be presented to the invigilators / other authorized officials for verification. The candidate's identity will be verified in respect of his/her details on the Admit Card. If the identity is in doubt, the candidate may not be allowed to appear in the Test. The authorities may at their discretion **provisionally** permit the candidate to appear in the Test after completing formalities including taking of thumb impression/several signatures for further verification. No extra time will be granted for these formalities to be completed.

ix. Suppression/concealment of information: The candidate must ensure that he/she is qualified to appear in the Test. If it is detected at any stage that he/she did not fulfill the minimum qualifications, or, there was something against the candidate or, the candidate has provided false information or no information about his/her previous involvement in an act punishable under law or act of gross misconduct and indiscipline, then his/her candidature shall not be considered.

x. Nobody other than the Institute authorized personnel is permitted to move around the Test venue. Any unauthorized person loitering around the Test venue shall be handed over to the police under an FIR lodged by the Institute.

xi. No scrutiny / re-evaluation of OMR Sheet of TEST is allowed in any case at any stage.

xii. For any interpretational difficulties, the interpretation through English language shall be deemed as correct.